

SPECIAL FILING INSTRUCTIONS

2002 - 2003 FILING CYCLE

SECTION 1

TERMS AND CONDITITONS

GENERAL: The following Request for Offers (RFO) and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS) to include the GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, supplements and reissues thereto. Please note that certain provisions and requirements of this RFO and its SFI may deviate from and supercede those published in the STOS. This RFO and its SFI are also provided in addition to the GSA/U.S. Mint Specifications dated July 1, 1984, and amended September 1, 1991, along with any subsequent amendments and/or reissues thereto.

Traffic to be included under this RFO and its SFI will be Minor (cents and nickels) coin and pallets moving via closed van (No Refrigerated Trailers) for truckload (TL) (20,000 pounds to 44,840 pounds) shipments. Also included in this Request and its SFI are empty steel pallets. Empty pallets are subject to return to one of the two United States Mints identified below, as consigned on the accompanying bill of lading. These return shipments will be less than truckload (LTL) (0 pounds to 10,000 pounds) shipments subject to a minim weight of 2000 pounds. LTL rate offers will be based on the *GSA Baseline Rate Publication No. 1000-D*. The standard weight of each empty steel pallet varies from 150 to 160 pounds, with the dimensions of 30" x 30" x 20" high, folded. TL and LTL rate offers will be applicable only to interstate shipments moving in the Contiguous United States (CONUS) and the identified intrastate shipments within CONUS. Non-Alternating rate offers will be accepted for the following two U.S. Mint facilities:

1. The United States Mint, Denver, CO; and
2. The United States Mint, Philadelphia, PA.

1-1.EFFECTIVE PERIOD: All acceptable U.S. Mint (Philadelphia and Denver) rate offers submitted in response to this RFO and its SFI will be for the period March 1, 2002 through April 30, 2003.

1-2. SUBMISSION OF RATE OFFERS: Rates offered in response to this RFO and its SFI **MUST** be submitted via the File Transfer Protocol (FTP) of the Internet (I-FTP) in accordance with sections 8, 9 and 10. All rate offers will be all-inclusive according to the following:

A. MINOR COIN: Rate offering covering shipments of minor coins shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive TL cents per mile rate. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in the Enclosure 1 to this RFO and its SFI must also be included in the single factor rate. Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.

B. PALLET RETURN: Rate offers covering shipments of empty pallets (to include empty platforms, pallets, racks, and/or skids) shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an LTL all-inclusive rate per hundred weight and based on *GSA Baseline Rate Publication No. 1000-D*, subject to a minimum weight of 2000 pounds.* For simplification of shipping procedures, an agreed weight of 160 pounds per pallet will be used. Empty pallets will be picked up at the Federal Reserve Bank (FRB) and will be of the same type as used to transport inbound movements of coin, and returned to the United States Mint origin facility.

**Pallet return costs for local drayage movements shall be included in the charge for minor coin shipments*

1-3. FILING PERIOD:

A. INITIAL FILINGS: Rate offers made by those TSPs approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Central Standard Time on February 4, 2002, and will be processed in accordance with paragraph 1-3.C, below.

B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received, which do not meet the requirements as stated in this RFO and its SFI will be considered unacceptable, rates will not be included in the database, and the TSP will be notified of the deficiencies by GSA's Heartland Zone Office by facsimile, e-mail, and/or telephone. If a TSP's rate offer is submitted in accordance with this RFO and its SFI by a Rate Filing Service Provider, the Rate Filing Service will be notified of the deficiencies and not the TSP. Corrected rate offers must be resubmitted within ten (10) calendar days after the receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the TSP will not be allowed to refile. Corrected rate offers received within the required ten (10) calendar days will be entered into the database effective March 1, 2002.

C. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Section 1-3.A. will be processed by March 1, 2002, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Section 1-4.B.

D. TSP NOTIFICATIONS: If the submitting TSP receives no communication from GSA pursuant to Section 1-3.B. by March 1, 2002, the TSP is on notice that its rate offer(s) has been accepted and its rate file(s) has been offered to GSA's Office of Transportation Audits.

1-4. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this RFO and its SFI, the offeror agrees that it can and will serve the identified origin facility for which a rate is offered and all points within each identified destination State and/or destination service area for which the rate is offered.

1-5. OPTION TO EXTEND: The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this Request and its SFI for up to 90 days.

1-6. TERMINATION:

A. The following provision will apply in addition to Item 20.e. of the Optional form 280:

1. Accepted rate offers may be determined upon that a TSP has failed to satisfactorily respond to a show cause notice(s); and
2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with the Code of Federal Regulations.

B. Upon termination of the rate offer under 1-6.A.1 and/or 2. above, the TSP shall be paid any sum due the TSP for services performed under this Request and its SFI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

1-7. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this Request and its SFI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall only be liable for payment for services rendered before the effective date of the termination.

1-8. CONTACTS: Questions dealing with this RFO, its SFI, or the STOS should be directed to Felicia Rogers or Bob Clayton at (404) 331-5121 or by email at felicia.rogers@gsa.gov or robert.clayton@gsa.gov, respectively. Questions dealing with the submission of electronic rate offers should be directed to Carey DeForest at (816) 823-3646 or by e-mail at carey.deforest@gsa.gov.

SECTION 2 EVALUATION AND ACCEPTANCE

2-1. **EVALUATION:** All submitted rate offers which have been determined to be acceptable in accordance with this Request for Offers (RFO), its Special Filing Instructions (SFI), and the General Services Administration's (GSA) Freight Management Program will be evaluated by the Freight Program Management Office (FPMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA National Rules Tender 100-D containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance; however, the FPMO will provide accepted rate information according to 2-2, below.

2-2. **ACCEPTANCE:** Accepted rate offers will be contained in GSA's Interagency Transportation Management System (ITMS). When identified in ITMS, a TSP's acceptable rate offer will be listed based on price only. The listing of TSPs on individual cost comparison will be based on their accepted rate offers as determined by the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. TSPs with the applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. Please note that in the case of brokers and shippers agents/Intermodal Marketing Companies that the broker's name and/or the shippers agent's/Intermodal Marketing Company's name and not the names of its underlying carriers will be identified on the cost comparison. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of the broker's and/or shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or shipper agent/Intermodal Marketing Company. If the occasion arises when two or more TSPs have offered the exact same rate offer (both for transportation and the requested accessorial services), then the TSPs will be listed on the cost comparison in alphabetical order according to the TSP's names.

Please Note: The U.S. Mint may take other factors into consideration when routing shipments other than price. As a result, the listing of TSPs on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

SECTION 3 LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Special Filing Instructions (SFI), the submitting TSP certifies that:

I have read and will comply with all the provisions contained in this RFO and its SFI dated January 7, 2002, as well as any supplements, changes, and/or reissues thereto and the GSA STANDARD TENDER OF SERVICE (STOS,) GSA GENERAL FREIGHT TENDER OF SERVICE No. 1-F, the GSA NATIONAL RULES TENDER No. 100-D, and the GSA BASELINE RATE PUBLICATION No. 1000-D, effective May 1, 1996, as well as any supplements, changes, and/or reissues thereto and the GSA/ U.S. MINT SPECIFICATIONS dated July 1, 1984, and amendment September 1, 1991 as well as any subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required by ITEM 1-6 (See Below) and SECTION 2 of the GSA GENERAL FREIGHT TENDER OF SERVICE NO. 1-F, and in accordance with Section 4-11 through 4-13 below.

Item 1-6 of the GSA General Freight Tender of Service No. 1-F reads as follows:

“LAWFUL PERFORMANCE, OPERATING AUTHORITY, AND INSURANCE. All service shall be performed in accordance with applicable Federal, State, and Local laws and regulations. Common motor carriers or brokers, freight forwarders, rail carriers, shipper agents, or shippers associations shall possess the required carrier or Interstate Commerce Commission (ICC) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State, and local regulatory agencies.”

SECTION 4
GSA/U.S. MINT SPECIFICATIONS
(MINOR COIN)

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The following provisions are required by the government in rate offers which provide for the transportation of the United States minor (cents and nickels) coin in closed bags or in bins or on pallets as property of, or transported at the expense of, the United States Government. By submission of a rate offer(s) to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Special Filing Instructions (SFI), the submitting Transportation Service Provider (TSP) agrees to the incorporation of the following specifications in all accepted rate offers:

“GSA/United States Mint Specifications (minor and foreign coin) dated July 1, 1984, amended September 1, 1991, is by reference made a part of this rate offer.”

If the “Uniform Tender of Rates and/or Charges for Transportation Services” Optional Form 280 is used, this statement will be included in Block 17B entitled “Description of Service and Governing Publication.”

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4-1. **EQUIPMENT REQUIRED:** Shipments shall be made in fully enclosed and secured vehicles (use of refrigerated trailers are prohibited). The Government does not require that seals be applied, nor is exclusive use of the vehicle required unless such exclusive use is specifically authorized by appropriate notation on the bill of lading. However, TSPs are encouraged to apply seals for internal security monitoring.

4-2. **CONTROL AND SAFEGUARDING DURING TRANSIT:** Shipments shall move without undue delay, and shall remain under constant surveillance from origin to destination including interchange with connecting carrier(s). Shipments shall be deemed to be under constant surveillance if, while the vehicle is not in motion, doors giving access to the cargo are under actual observation by responsible TSP personnel. Vehicles transporting shipments may be held over during transit at TSP terminals with appropriate minimal security (e.g. closed with night watchman, fenced in with electronic surveillance, operating with supervisory knowledge of trailer’s contents). Constant observation of the vehicle is not required if the power unit is disconnected and the trailer is parked in such a manner that doors giving access to the cargo cannot be opened without movement of the trailer and frequent visual or electronic surveillance is maintained.

4-3. **FEDERAL RESERVE BANK AND MINT SECURITY PROVISIONS:** All U.S. Mint delivery personnel shall have his/her reliability established through a reasonably comprehensive background check by his/her respective TSP, including a fingerprint report from a law enforcement agency. All Mint delivery personnel shall be provided with photo identification credentials by the TSP. Prior to the date of any shipment, the contractor (TSP) shall make arrangements with the appropriate U.S. Mint Police representatives at shipping locations for necessary security clearance of his/her personnel.

Due to increased security at the Federal Reserve Banks all TSP’s wishing to carry minor coin for the United States Mint must fax the following information to the consignee 24 hours in advance of arrival:

- Name of TSP
- Name of driver
- Tractor and Trailer number(s) along with license plate number and state of issue

****All delivery personnel must have TSP issued ID cards with their photo affixed to them****

4-4. **REPORTING OF DELAYS AND/OR PROBLEMS:** TSPs shall establish adequate controls over coin movements through appropriate notification to its relay stations and terminals to permit prompt telephone reports of delays or difficulties involving these shipments. All delays and difficulties shall be reported immediately to the United States Mint facility originating the shipment. In addition, any delay, such as theft, vehicular accident, or any other

problem resulting in a delay of 24 hours or more shall be reported promptly to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220 (tel. (202) 354-7450). After the TSP has actual delivery with the consignee, any delay in performing such delivery shall be reported immediately to the consignee. Except in cases where actual delivery has been scheduled, the TSP is not required to notify the consignee in the event of difficulties and/or delay.

4-5. TIME OF PICK UP AND DELIVERY: The TSP shall coordinate the establishment of acceptable pick up and delivery hours with the shipping and receiving facilities. Pick up and delivery at banks of the Federal Reserve System and facilities of the Mint shall be made during regular working hours unless other arrangements have been made. All TSPs that utilize the services of a sub-contracted carrier or truck's that do not display the signage of the contracted carrier, must fax at least 24 hours in advance the actual name of the sub-contracted carrier to the appropriate Mint originating facility (see 4-18). All drivers must receive clearance, in advance, from the United States Mint Police before entry into the Mint facility or onto Mint property.

4-6. LOADING AND UNLOADING:

A. PALLETIZED SHIPMENTS: Shipment of coin to be transported on pallets will be loaded in the TSP's conveyance by the Mint facility originating the shipment. The TSP will ensure that stacking of coin on pallets and placement of pallets within the vehicle(s) is suitable for transportation. The TSP shall perform all blocking and bracing required to secure the load.

B. DELIVERY: The delivering TSP will unload palletized and non-palletized shipments in accordance with the directions indicated in Enclosure 1 in accordance with the directions of the consignee. Normal receiving conditions and delivery requirements for each consignee are contained in Enclosure 1. Major and repetitive differences in actual delivery requirements from those stated in Enclosure 1 should be reported in writing to the General Services Administration. Deliveries of coin shipments are made under secure conditions, which routinely involve opening of secured area and arranging for a guard to be present. Consignees shall be notified prior to tender of delivery so that these arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time or redelivery will be at no expense to the government.

4-7. GOVERNMENT FURNISHED EQUIPMENT: The TSP shall carefully examine any Mint or Federal Reserve Bank furnished fixtures or equipment and become familiar with their condition and manner of operation prior to use. If the TSP claims defect in any such fixture or equipment, written notice shall be given to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220. Failure to give such notice shall be construed as a waiver of such condition or defect. The TSP agrees to be solely liable for all such damages that may result from its use of Mint or Federal Reserve Bank furnished equipment.

4-8. RATES AND CHARGES:

A. MINOR COIN: Rate offers covering shipments of minor coins shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive truckload cents per mile rate offer. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in Enclosure 1 must also be included in the single factor rate. Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.

B. PALLET RETURN: Rate offers covering shipments of empty platforms, pallets, racks, and/or skids shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an LTL all-inclusive rate per hundred weight as based on *the GSA Baseline Rate Publication 1000-D*, subject to a minimum weight of 2000 pounds.* For simplification of shipping procedures, an agreed weight of 160 pounds per pallet will be used. Empty pallets will be picked up at the Federal Reserve Bank or Mint facility, and will be of the same type as used to transport inbound movements of coin, and returned to the United States Mint origin facility.

**Pallet return costs for local drayage movements shall be included in the charge for minor coin shipments.*

4-9. **STATEMENT OF FINANCIAL CONDITION:** If requested by the government, the TSP shall furnish the government with a current certified statement of its financial condition and such other data as may be requested with regard to its operation to determine the TSP's financial responsibility and ability to perform.

4-10. **DOCUMENTATION:** A Bill(s) of Lading shall be issued for each individual shipment. The terms and conditions of said bill(s) of lading, not inconsistent with these terms hereof, shall apply to all shipment made hereunder. The bill(s) of lading, together with the Public Voucher for Transportation Charges (Standard Form 1113), shall be Presented to the office shown on the bill of lading in the block entitled "Bill Charges to (Department or Agency, Bureau or Office)."

4-11. **OPERATING AUTHORITY:** In tendering the rates or charges and other conditions specified, the TSP represents to the United States Government that the transportation will be performed in accordance with all Federal, State, or Municipal laws and regulations and that such TSP possesses the required operating authority to transport the commodity between the points or places or within the territory set forth in the rate offer. The appropriate Interstate Commerce Commission or State regulatory authority number(s) shall be included on the tender of rates and charges. If the shipment is not regulated, this exemption shall be shown on the tender.

The TSP will secure at its expense the necessary permits, franchises, licenses, or other authorities for effecting shipments.

4-12. **VALUATION AND LIABILITY FOR LOSS AND DAMAGE:**

A. **MINOR COIN:** Face value of United States cents and nickels is up to \$76,000 per truckload of cents, and \$180,000 per truckload of nickels. Total face value of the shipment shall be determined by the U.S. Mint, and shall be documented on the face of the accompanying Bill of Lading, and will normally not exceed \$180,000 per truckload.

B. **LIABILITY OF TSP:** The origin TSP accepts full responsibility for the face value of United States minor coin and replacement costs of pallets tendered to it, from acceptance of the coin at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage. If for any reason a shipment of United States minor coin should exceed \$180,000 value per truckload, the TSP is not relieved of responsibility for additional valuation. Should the value exceed \$180,000 per truckload, the TSP will be so advised no later than time of request for pick up of the shipment.

4-13. **INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE:**

A. **GENERAL:** TSPs should furnish a copy of the following provisions to their insurance company, agent, or broker for assistance in preparing acceptable policies for the movement of minor coins. Should the coin insurance coverage of an otherwise acceptable TSP be cancelled, expire, or lapse for any reason, the TSP will not be used for the movement of coin until acceptable evidence of reinstated coverage is furnished to GSA.

B. **INSURANCE REQUIREMENTS:** The origin TSP shall obtain, at its expense, a minimum of \$225,000 in all-risk cargo insurance for the face value of United States minor coin and replacement cost of pallets. All insurance shall be written with companies who are licensed and bonded, and all policies shall include such provisions as may be required by GSA and the U.S. Mint to cover the assumption of risk by the TSP. Each policy shall include a provision that, in the event of loss and damage, the claim will be settled on the basis of the face value of the United States minor coin and the replacement value pallets. Any payment for loss or damage shall be made to the U.S. Mint, U.S. Treasury Department, 801 9th Street NW, Washington, DC 20220, unless otherwise directed by an authorized official of the U.S. Mint. Each insurance policy shall include a provision to furnish GSA a ten (10) days notice of cancellation of the policy. Evidence of renewal of any policy shall be furnished GSA not less than (10) days prior to the expiration of the existing coverage.

If the Insurance coverage required herein cannot be provided without excluding coverage for infidelity or dishonesty of employees, the insurance will not be acceptable for the movement of coin unless such exclusion in the policy is supplemented and covered by a fidelity bond covering infidelity and dishonesty of TSP's employees in the amount of \$225,000. In such case the fidelity bond shall include the same ten (10) day cancellation notice to GSA as required in the insurance policy and a complete duplicate countersigned copy of the fidelity bond so endorsed shall be furnished GSA.

C. EVIDENCE OF INSURANCE: The only acceptable evidence of insurance coverage for minor coin shall be either a complete duplicate countersigned copy of the original policy or policies (primary and excess coverage), including all endorsements thereto, endorsed to include the required "Coin Coverage Endorsement," or, in lieu thereof, a manually countersigned "Certificate of Insurance" complete and sufficient in all details to reflect the actual coverage under the policy or policies, and including the "Coin Coverage Endorsement" and any other endorsements which affect said coverage. A separate policy or Certificate of Insurance covering only minor and/or foreign coin will be acceptable. All references to rates and premiums may be deleted from copies of policies furnished. Cover notes or memorandums of insurance are not acceptable as evidence of insurance for shipments of coin.

D. MINOR COIN COVERAGE ENDORSEMENT: The following endorsement properly countersigned must be included in any insurance policy providing coverage on minor coin (cents and nickels):

Coin Coverage Endorsements

In consideration of the premium charged, it is understood and agreed that this policy covers (insert as applicable: minor coin (cents and nickels)), and that the clauses and provisions of this endorsement are hereby made a part of the insuring conditions of this policy as respects the coverage provided on such coin and supercede any expressly modify all provisions, term, conditions, exclusions, and clauses in the policy and in all forms, riders, and endorsements attached thereto that are in conflict with this endorsement.

This insurance, as respects the movement of coin shipped under published tariff rates or rate tenders provides for specific coverage against all risks of loss or damage in the amount up to \$225,000 for any one loss, on any one vehicle or at any other one place at any one time, from the acceptance of the property by the TSP at the point of origin of the shipment to delivery and acceptance by the consignee at final destination, regardless of the TSPs participating movement. In case of successive losses during the term of this policy, the full amount of coverage provided by this endorsement applies separately to each and every loss.

The coverage provided by this insurance excludes only loss or damage arising out of causes beyond the control of, and without the fault or negligence of, any TSP(s) involved in the movement. Such causes may include, but are not restricted to, acts of god or the public enemy, the authority of law, or the act or default of the shipper; but in every case the loss or damage must be beyond the control of, and without the fault or negligence of the TSP(s). Theft or hijack, whether armed or otherwise, is not excluded from coverage hereunder.

It is agreed that any claim for loss and damage shall be settled on the basis of the face value of the minor coin without application of any deductible or excess provision of this insurance; loss, if any, under this policy involving such coin shall be payable to the U.S. Mint, U.S. Treasury Department, 501 13th Street, NW, Washington, DC, 20220, unless otherwise directed by an officer of the U.S. Mint.

It is a condition of this policy that the Company shall furnish written notice to the General Services Administration ten (10) days in advance of the effective date of any reduction on or cancellation of this policy.

??? End Of Coin Coverage Endorsement? ??

4-14. SHIPMENT SIZE AND WEIGHT OF MINOR COIN:

	Number of Skids per Truck	Dollar Value per Skid	Pieces per Skid	Total Value per Truckload	Weight (Lbs.)
Cents	19	\$4,000	400,000	\$76,000	44,840
Tubs	18			\$72,000	
Nickels	15	\$12,000	240,000	\$180,000	42,900

4-15. PALLET RETURN PROVISIONS: Empty steel pallets are subject to immediate return to the United States Mint, as consigned on the accompanying bill of lading, *at the GSA Baseline Rate Publication 1000-D*, subject to a minimum weight of 2000 pounds. The standard weight of each empty steel pallet varies from 150 to 160 pounds, with the dimensions of 30" x 30" x 20" high, folded. For simplification of shipping procedures, an agreed weight of 160 pounds per pallet will be used. Pallets will be picked up at the Federal Reserve Bank or Mint facility, and will be of the same type as used to transport inbound movements of coin. Pick up and delivery of empty pallets in quantities other than as tendered on the bill of lading is prohibited, except in the event of total loss of one or more pallets. Any deviation from this rule must have prior approval from the Transportation Division, United States Mint, Washington, DC or the appropriate GSA office.

Paragraph 4-15 does not apply to local drayage movements. Pallet return costs for local drayage movements shall be included in the charge for minor coin shipments.

4-16. VIOLATIONS OF THE PROVISIONS OF THESE SPECIFICATIONS: These Specifications are a part of the conditions of carriage for minor coin, and failure to comply with the provisions hereof may result in suspension of TSPs from participation in the movement of coin.

4-17. COPIES OF GSA/US MINT SPECIFICATIONS (MINOR AND COIN): As stated in Section 4, the TSP agrees to the incorporation of the terms and conditions of the GSA/US Mint Specifications by the submission of an electronic rate offer in accordance with this RFO and its SFI. The submission of an electronic rate offer will be accepted by the GSA as evidence that the TSP has knowledge of, and agrees to perform in accordance with, the provisions of these Specifications. In addition, copies of the Specifications should be posted at TSP terminals in Denver, Colorado; Philadelphia, Pennsylvania; San Francisco, California; and West Point, New York.

4-18. ADDRESSES OF GOVERNMENT OFFICES:

	<u>Contacts</u>	<u>Telephone</u>
Headquarters, U.S Mint:		
U.S. Mint	Mr. Don Wheatley	(202) 354-7450
Transportation Division	Mr. Louis Cialella	(202) 354-7490
Washington, DC 20220		
Shipping Facilities:		
U.S. Mint	Rosalee Simmons	(303) 405-4658
320 W. Colfax Avenue		
Denver, CO 80204		
U.S. Mint	Clara Romiszewski	(215) 408-0201
151 N. Independence Mall East		
Philadelphia, PA 19106		

Insurance:

U.S. Mint HQ, CSBU TRFC/TRANS
Property and Traffic Management Division (6FBD-X)
Transportation & Property Management Center

SECTION 5

TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES AND/OR CHARGES FOR TRANSPORTATION SERVICES

By submission of a rate offer(s) to GSA electronically, the submitting TSP agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional form 280, except as provided in paragraph 1-6.

SECTION 6

TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

Section 6 of this Request for Offers (RFO) and its Special Filing Instructions (SFI) supersedes Item 1-10, "Application of the Terms and Conditions of the Government Bill of Lading" of the Standard Tender of Service (STOS), General Freight Tender of Service No. 1-F. Per this RFO and its SFI, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." In accordance with Section 5 of this RFO and its SFI, rate offers accepted in accordance with this RFO and its SFI are also automatically subject to the Government's shipping "terms and conditions." The bill of lading for any such shipment must contain the statement "This is a U.S. Government shipment." As a matter of information, for any shipment moving under an accepted rate offer not submitted on an OF280, the shipping agency is responsible for ensuring that the bill of lading contains the following statement to specifically incorporate the Government's shipping terms and conditions: "This Government shipment is subject to the shipping terms and conditions contained in 41 CFR §§ 102-117 and 102-118." For a complete description of the Government's shipping terms/conditions, go to GSA's website at <http://policyworks.gov/transportation>, click on "Regulations" and then either click on "Transportation Management" (41 CFR § 102-117) or "Transportation Audit" (41 CFR § 102-118), as appropriate.

SECTION 7

BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE

Section 7 of this Request for Offers (RFO) and its Special Filing Instructions (SFI) supersedes all mileage references in the Standard Tender of Service (STOS), to include the General Freight Tender of Service No. 1-F, the National Rules Tender No. 100-D, and the Baseline Rate Publication No. 1000-D, with regard to determining applicable mileage/distance or Governing Publications. Per this RFO and its SFI, auditing of freight shipments identified herein and handled pursuant to the STOS will be based on mileage provided by ALK Technologies, Inc., 5 digit Zip Code, Version 15 (coincides with PC*Miler 15). ALK Technologies, Inc., 5 digit Zip, Version 15 will be used to determine highway mileages for all surface freight shipments between any two locations within the Contiguous United States (CONUS) (i.e., the lower 48 states and the District of Columbia). Exceptions to the use of ALK Technologies, Inc., mileage are domestic non-express small package shipments. The TSP industry will be notified of any future Version updates. Below is the basis to be used constructing mileage for shipments moving within the contiguous United States:

GENERAL: borders closed, shortest mileage, ferry on.

OW/OD: borders closed, practical miles, ferry on.

For a full description of Default Settings, please refer to: <http://dtod-mtmc.belvoir.army.mil>. Once there, click on "Industry" and then on "PC*Miler Default Settings."

SECTION 8 IDENTIFICATION OF TRAFFIC

8-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Identified below are the facilities and routes for which the General Services Administration (GSA) and the U.S. Mint are requesting non-alternating SRO rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its SFI for the identified traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. A separate rate offer must be submitted for each of the two identified U.S. Mint facilities; however, a TSP is not required to submit rate offers to both facilities. Rates will only be accepted for the origins/destination identified below. Rates submitted for any other origin/destination will automatically be rejected. A TSP must be able to service all points within each destination state, city, or point for which a rate is offered.* Rates may be, but are not required to be, submitted for all origins/destinations required. If the origin/destination is a particular city or point and not the entire state in which the city or point is located, the accepted rate offer will only be applicable to the identified city or point and not the entire state in which the city or point is located.*

** Includes all points within a 50 mile radius of the Origin/Destination Service Area Description (see Enclosure 1 for Destinations)*

- A. TRUCKLOAD SHIPMENTS ORIGINATING FROM THE U.S. MINT: Truckload (TL) (20,000 pounds to 44,840 pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from one of the two U.S. Mint facilities identified below to the destination cities/points (Federal Reserve Banks (FRB)) identified in Enclosure 1). Please reference Enclosure 1 for specific shipment receiving facilities and requirements for each FRB. TL shipments will consist of Minor (cents and nickels) coin.

SRO Agency Identifier	Origin Code	Origin Area Description
USMCO	CO	Denver
USMPA	PA	Philadelphia

- B. LESS THAN TRUCKLOAD (LTL) SHIPMENTS ORIGINATING FROM THE FRB: LTL minimum charge and LTL rate offers based on the GSA Baseline Rate Publication 1000-D are being requested for shipments originating from the FRBs identified in Enclosure 1 to one of the U.S. Mint facilities identified in Section 8-1.A., above. LTL shipments will consist of empty pallets (to include empty platforms, pallets, racks, and/or skids) and will be subject to a minimum weight of 2,000 pounds. The standard weight of each empty steel pallet varies from 150 to 160 pounds, with the dimensions of 30" x 20" high, folded.

PLEASE SEE ENCLOSURE 1 FOR IDENTIFICATION OF FRBs

8-2. CURRENT TSP RATE LEVELS: For current Rate information please contact Felicia Rogers at (404) 331-5121 or via e-mail at felicia.rogers@gsa.gov

SECTION 9 FILE FORMAT REQUIREMENTS

9-1. FILE FORMAT REQUIREMENTS: TSPs not utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS), must adhere to the file format requirements identified in this Section 9 when creating rate offers for submission. Rate offers received that do not conform to these format requirements will be found unacceptable. Please note, however, that this Section 9 can provide general information to those TSPs utilizing ITMS to create their rate offers.

NOTE: When the rate file is completed, it **MUST** be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

9-2. TSP BILLING/REPORTING RECORD FORMAT REQUIREMENTS. In addition to each TSP's header records and rate records, for all rate offers filed in accordance with this RFO TSPs must file ONE SET of the following "F Records" at the beginning of EVERY RATE FILE submitted to GSA. TSPs NOT utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS) must adhere to the following format requirements. The following record format requirements must be met for the ITMS to accept each TSP's rates and charges. Submissions received from TSPs or Rate Filing Service Providers not conforming to record requirements will not be accepted by ITMS and the TSP will be notified as set in out in Section 1-3.B. of this RFO.

A. BILLING/REPORTING RECORDS.

1. Header Record.

Record Field	Maximum Positions	Contents
Record ID	2	F1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Company Name	45	
Separator	1	\ [backslash]
Reserved	1	Enter R
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	Must be 20020301
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

2. Mailing Address Record.

a. Company's Authorized Official.

Record Field	Maximum Positions	Contents
Record ID	2	F2
Authorized Government Representative	45	Name of Company's authorized official/Government contact. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

b. Company's Authorized Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	F3
Government Representative's Title	45	Title of the Company's authorized official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

c. Company's Mailing Address.

Record Field	Maximum Positions	Contents
Record ID	2	F4
Company's Mailing Address	45	Company's official mailing address. If the street address is longer than the allotted positions, you must abbreviate.

d. Company's City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	F5
Company's Mailing Address - City	45	City of Company's mailing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address - State	2	State of Company's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address- Zip Code	10	Zip Code of Company's mailing address. Use either US Postal Service five or 10 position Zipcode.

e. Company's Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized government official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized government official.

f. Company's Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	F7
Internet Address	45	Internet address of Company's authorized government official.

g. Company's Shipment Booking Office Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F8
Shipment Booking Office Facsimile Number	12	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA ITMS cost comparison.

3. BILLING ADDRESS RECORD.

a. Company's Authorized Billing Official.

Record Field	Maximum Positions	Contents
Record ID	2	F9
Authorized Billing Representative	45	Name of Company's authorized billing official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

b. Company's Authorized Billing Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	FA
Government Representative's Title	45	Title of the Company's authorized billing official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

c. Company's Billing Address.

Record Field	Maximum Positions	Contents
Record ID	2	FB
Company's Billing Address	45	Company's official billing address. If the street address is longer than the allotted positions, you must abbreviate.

d. Company's Billing City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	FC
Company's Billing Address - City	45	City of Company's billing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Billing Address - State	2	State of Company's billing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Billing Address- Zip Code	10	Zip Code of Company's billing address. Use either US Postal Service five or 10 position Zipcode.

e. Company's Billing Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	FD
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized billing official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized billing official.

f. Company's Billing Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	FE
Billing Internet Address	45	Internet address of Company's authorized billing official.

4. Company's Minority/Women-Owned Status.

Record Field	Maximum Positions	Contents
Record ID	2	FF
Minority/Women-Owned Business	1	Enter N for non-minority or non-women-owned Enter M for minority-owned Enter W for women-owned Enter B for BOTH for a minority and woman-owned.

B. EXAMPLE.

F1ABCD\YOUNG MOVING AND STORAGE\R\20020301\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW

Note: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

9-3. HEADER RECORDS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

Example:

A1ABCD6N12340USMCO20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A1
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	N (N for the Non-Alternating SRO)
TSP Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	Enter USMCO for the U.S. Mint facility located in Denver, CO Enter USMPA for the U.S. Mint facility located in Philadelphia, PA
Effective Date - YYYYMMDD	19-26	20020301
TSP Name	27-61	Name of Offering TSP. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering TSP's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering TSP's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the TSP. The TIN MUST be provided.
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6N45670USMPA20020301BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A2
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	N (N for the Non-Alternating SRO)
Broker or Shipper Agent Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	Enter USMCO for the U.S. Mint facility located in Denver, CO Enter USMPA for the U.S. Mint facility located in Philadelphia, PA
Effective Date - YYYYMMDD	19-26	20020301
Broker or Shipper Agent Name	27-61	Name of Offering Broker or Shipper Agent. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering TSP's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's/Shipper Agent's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the Broker or Shipper Agent. The TIN MUST be provided.
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

C. Header Record for the Underlying Carriers Represented by a Broker or a Shipper Agent/Intermodal Marketing Company:

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
A3PMVB FHYV NCHJ XMKJ XBFD XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A3
SCAC	3-6	SCAC of First Underlying Carrier Represented by the Broker/ Shipper Agent
Filler	7-7	Space (USE SPACE BAR)
SCAC	8-11	SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent
Filler	12-12	Space (USE SPACE BAR)
SCAC	13-16	SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent
Filler	17-17	Space (USE SPACE BAR)
REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE - IF ADDITIONAL SPACE IS NEEDED, BEGIN NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.		

9-4. **RATE RECORD:** Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and/or** Cents Per Mile for Truckload Rates with a Truckload Minimum Charge.

A. Truckload Rates for Minor Coin Shipments Originating from the U.S. Mints (Denver, CO and Philadelphia, PA) to one of the FRBs (see Enclosure 1). Enter your Cents Per Mile rate in Position 25 – 27 and your Minimum Truckload Charge in Positions 28 – 33. If you do not want to submit a Truckload rate offer, enter zeros in Positions 25 – 27 and 28 – 33.

B. Less Than Truckload Rate Offers for Empty Pallet Shipments Originating from the FRBs (see Enclosure 1) back to the U.S. Mints (Denver, CO and Philadelphia, PA). Enter your Percent of Minimum Charge in Positions 19 – 21 and your Percent of Less Than Truckload in Positions 22 – 24. If you do not want to submit a LTL rate offer, enter zeros in Positions 19 – 21 and 22 – 24.

C. TSP's wanting to provide BOTH TL offers for the shipment of minor coins and LTL offers for the return of empty pallets should complete Positions 19 – 33.

Please Note: The Required Item Percentages requested in Positions 42 – 174 **MUST** be offered; however, when billing for services provided you **may not** bill for those accessorial services identified as required for a specific FRB (see Enclosure 1 for required accessorial services) These charges **MUST** be included in your transportation line-haul rate and cannot be double billed.

Examples:

M2COBB800-555-989800000089045000 095 Offering only TL rate offer for minor coin shipments originating from the U.S. Mint. Leaving LTL positions zero filled indicates you do not want to ship empty pallets back to the originating U.S. Mint.

M2COBA800-555-9898099097000000000 095 Offering only LTL rate offer for the return of empty pallets to the identified U.S. Mint. Leaving the TL positions zero filled indicates you do not want to ship minor coin shipments originating from the identified U.S. Mint.

M2COBA800-555-9898099097089045000 095 Offering Both TL rate offers for minor coin shipments originating from the U.S. Mint and LTL rate offers for the return shipment of empty pallets back to the originating U. S. Mint.

Please See Next Page For Further Description of M2 Rate Record

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	M2
From	3-4	Must be either: CO for the Mint in Denver, CO; or PA for the Mint in Philadelphia, PA
To	5-6	Must be the two digit Destination Code of one of the Federal Reserve Banks identified in Enclosure 1
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. A Percent of Minimum Charge must be entered if a Percent of Less than Truckload is entered.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If not offering a Cents Per Mile, enter zeros (000) to indicate Not Applicable.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge must be entered if a cents per mile offer is entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSPs are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

9-5. RATE OFFER EXAMPLES:

A. Example of multiple rate offers being sent as one (1) file:

F1ABCD\ABC MOVING AND STORAGE\R\20020301\13-214567

F2JOHN DOE

F3PRESIDENT

F41500 BANNISTER RD RM 1076

F5KANSAS CITY/MO/64131

F6816-823-3646\816-823-3656

F7COUNG@AOL.COM

F8816-823-5555

F9JANE BLACK

FAACCOUNTS RECEIVABLE REP

FB1500 BANNISTER RD RM 1006

FC KANSAS CITY/MO/64131

FD816-823-1111\816-823-2222

FEJANEBLACK@AOL.COM

FFW

A1ABCD6N12340USMCO20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

M2COBB800-333-4444091094089045000 095

M2COEJ800-333-4444091094089045000 095

M2COQL800-333-4444091094089045000 095

A1ABCD6N45670USMPA20020301ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

M2PABB800-333-444400000089045000 095

M2PAEJ800-333-444400000089045000 095

M2PAQL800-333-444400000089045000 095

B. Examples of multiple rate offers being sent as separate rate files:

1. First Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20020301\18-316567
F2JANE DOE
F3PRESIDENT
F41440 Jane DOE RD RM 1076
F5KANSAS CITY/MO/64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1440JANE DOE RD RM 1006
FCKANSAS CITY/MO/64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFB
A2BBBB6N12340USMCO20020301BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(POSITIONS 83-174 FILLER)
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
M2COBB800-333-4444091094089045000 095
M2COEJ800-333-4444091094089045000 095
M2COQL800-333-4444091094089045000 095

2. Second Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20020301\18-316567
F2JANE DOE
F3PRESIDENT
F41440 Jane DOE RD RM 1076
F5KANSAS CITY/MO/64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1440JANE DOE RD RM 1006
FCKANSAS CITY/MO/64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFB
A2BBBB6N12340USMPA20020301BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
M2PABB800-333-4444000000089045000 095
M2PAEJ800-333-4444000000089045000 095
M2PAQL800-333-4444000000089045000 095

SECTION 10

RATE SUBMISSION SPECIAL INSTRUCTIONS

10-1. SUBMISSION INSTRUCTIONS: All rate offers **MUST** be submitted via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your TSP intends to transmit its rate offer(s) via the I-FTP itself without utilizing the services of a Rate Filing Service Provider (RFSP) or a Tariff Publishing Agent (TPA) and your TSP does not already have an assigned User ID and Password, you will need to notify the Central Zone Office in writing on company letterhead in order to receive your TSP's User ID and Password. Requests for a User ID and Password may be sent to Carey DeForest via e-mail at carey.deforest@gsa.gov or via fax at (816) 823-3656. The response from GSA assigning your TSP's User ID and Password will also be via e-mail or fax, so please be sure to include your TSP's e-mail and/or fax number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to process and assign the TSP's User ID and Password.

A. FORMAT REQUIREMENTS: Format requirements as set out in this RFO and its SFI must be strictly adhered to. Submissions received from TSPs, RFSPs, or TPAs not conforming to format and submission requirements identified in Sections 8 and 9 and this Section 10 will be found unacceptable.

B. FILE PREPARATION:

1). Via ITMS: Create rate offers, validate rate offers, make necessary corrections, if any, re-validate until all is correct, and then encrypt the rate file before transmitting via I-FTP.

2). Via Section 10: In order to transfer the rate file(s) via the I-FTP, the rate file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file(s) (i.e. no tab characters, etc.). The rate file(s) **must not** have a top, bottom, right, or left margin. If a TSP submits more than one (1) rate file, each rate file must have a different filename.

10-2. FILE NAMING CONVENTION: All electronically transmitted rate offers must adhere to the following File Naming Convention:

FILE NAME	POSITIONS	CONTENTS
Carrier's SCAC or Rate Filing Service Provider's (RFSP) or Tariff Publishing Agent's (TPA) Code	1-4	Enter the TSP's SCAC if transmitting rates itself. Enter RFSP's or TPA's Code if transmitting rates on behalf of a TSP. If all four (4) positions are not utilized, enter an underscore(s) () at the end.
Rate File Number	5-8	May be alpha, numeric, or a combination.
Extension	9-12	MUST be .FRT

Examples: ABCDUSMC.FRT, AAA_1234.FRT

If as a TSP, RFSP, or TPA you are unsure as to the TSP's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Carey DeForest at (816) 823-3646 or via e-mail at carey.deforest@gsa.gov for verification.

The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your TSP's directory on the FTP and/or automatic rejection of the rate offer(s).

10-3. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a TSP. Consequently, a TSP will need to contact their I-FTP provider for assistance. Listed below is information we

can provide - the address to GSA's I-FTP directory and two different methods (there are others by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

1. I-FTP Address:

KCFTP.GSA.GOV

OR

159.142.64.16

2. Methods to Access Individual Directories (items in **BOLD** are words/phrases that you must type in exactly):

FTP>**CD CARRIERS**\USER ID

OR

FTP>**D:\PUB\CARRIERS**\USER ID

10-4. CONFIRMING RATE TRANSMISSIONS: Each business day morning, the Freight Program Management Office (FPMO) will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate TSP's FTP directory verifying the number of rate records received. This file will be named (SCAC)FRT.txt. TSPs can use this .txt file to confirm that the FPMO has received the appropriate number of rate records. This .txt file only confirms the number of rate records received - it does not validate the content or formatting of data contained in the TSP's rate offer. If appropriate, TSPs will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-3.B. of this RFO and its SFI.